

POLICIES OF OTHER AGENCIES

1. Some agencies, including the General Accounting Office, Treasury, Civil Service Commission, Agriculture, and the District of Columbia, have established policies to meet the requirements of Public Law 102 respecting the reduction of excess annual leave. These statements are attached. The State Department, the Department of Defense, Veterans Administration and the Department of Commerce are considering the problem but have not issued policies.

2. Policies adopted by other agencies are of two main types. One requires the employees to take a specified number of days of excess annual leave each leave year, such as 6 or 9. The other requires the use each leave year of a percentage of the excess accumulation, or orderly reduction within a specified number of years after 1 January 1954, ranging roughly from 4 to 10 years. Provisions are usually made for deviation in justified cases and for reporting progress. Most of the policies go into considerable and elaborate details as to method, flexibility and reporting.

3. The special situation of employees outside continental United States is ignored in most of the policies. One, that of the Department of Agriculture, applies to them the same principle of annual reduction as for domestic employees, within the greater maximum allowance of 45 days.

TAB B